

Annual Trust Safeguarding Plan 2024/2025			
	Autumn Term	Spring Term	Summer Term
<b>Central team/Trustees</b>	<p>Complete Safeguarding Refresher Training Approve updated CES policy and ensure it links to local contextual issues and current staffing provisions. Added to the website and share with school key stakeholders.</p> <p><b>Collect</b> Staff/Trust signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies.</p> <p>Create a school based yearly plan showing core 'bitesize sessions' to be completed by all school based staff.</p> <p>Begin the Trust overview document collection. Review first-term reports and identify targeted schools for deep dives/KPI.</p>	<p>Review Trust overview document and identify any key actions. Actions to be shared with specific schools.</p> <p>Review KPI and Full safeguarding reviews/deep dives from CES.</p> <p><b>Collect</b> Staff/Trust signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. <b>New Staff</b></p> <p>Review Trust overview documents and any reports. Identify any further actions</p>	<p>Review Trust overview document and identify any key actions. Actions to be shared with specific schools.</p> <p>Review KPI and Full safeguarding reviews/deep dives from CES.</p> <p><b>Collect</b> Staff/Trust signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. <b>New Staff</b></p> <p>Review Trust overview documents and any reports. Identify any further actions</p> <p>Consider development priorities for the next academic year.</p>
<b>DSL/Headteachers</b>	<p><b>Policies</b> Update CES policy and ensure it links to local contextual issues and current staffing provisions. Added to the website and share with school key stakeholders.</p> <p><b>Collect</b> Staff Signed Declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies.</p>	<p><b>Policies</b> Update CES policy and ensure it links to local contextual issues and current staffing provisions. Added to the website and share with school key stakeholders. <b>Review for any changes in staffing</b></p> <p><b>Collect</b> Staff signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. <b>New Staff</b></p>	<p><b>Policies</b> Update CES policy and ensure it links to local contextual issues and current staffing provisions. Added to the website and share with school key stakeholders. <b>Review for any changes in staffing</b></p> <p><b>Collect</b> Staff signed declarations for policy reviews that they have read and understood KCSIE and Annual Training and relevant policies. <b>New Staff</b></p>

	<p><b><u>CPD &amp; Induction NEW STAFF</u></b></p> <ul style="list-style-type: none"> <li>- Attend DSL Refresher Training/ Identify any new staff for DSL training</li> <li>- Organise whole school Safeguarding Refresher training</li> <li>- Complete Safeguarding training with Lunchtime Supervisory Assistants/third party staff.</li> <li>- Review and update Safeguarding Induction Materials</li> <li>- Complete school based induction and organise CES induction session.</li> <li>- Attend DSL network</li> </ul> <p><b><u>School Overview</u></b> Update School Safeguarding Overview and share with staff to show bitesize training.</p> <p><b><u>Information Sharing</u></b></p> <ul style="list-style-type: none"> <li>- Share relevant information about historical safeguarding concerns to new teachers at the start of the year</li> <li>- Update CPOMS System and ensure new staff have access, check confidentiality settings.</li> <li>- Update &amp; share school Safeguarding A-Z</li> <li>- Update any relevant pupil risk assessments</li> </ul> <p><b><u>Identifying Priorities</u></b></p> <ul style="list-style-type: none"> <li>- Complete Annual Safeguarding Audit with CES and share with Governors including identification of priorities moving forward</li> <li>- Complete Trust overview document with link or chair of governors and share with Trust.</li> </ul>	<p><b><u>CPD &amp; Induction NEW STAFF</u></b></p> <ul style="list-style-type: none"> <li>- Attend DSL Refresher Training/ Identify any new staff for DSL training</li> <li>- Organise whole school Safeguarding Refresher training</li> <li>- Complete Safeguarding training with Lunchtime Supervisory Assistants/third party staff.</li> <li>- Review and update Safeguarding Induction Materials</li> <li>- Complete school based induction and organise CES induction session.</li> <li>- Attend DSL network</li> </ul> <p><b><u>School Overview</u></b> Update School Safeguarding Overview to include any emerging issues and share with staff to show bitesize training.</p> <p><b><u>Information Sharing</u></b></p> <ul style="list-style-type: none"> <li>- Share relevant information about historical safeguarding concerns to new teachers at the start of the term</li> <li>- Update CPOMS System and ensure new staff have access, check confidentiality settings.</li> <li>- Update &amp; share school Safeguarding A-Z</li> <li>- Update any relevant pupil risk assessments</li> </ul> <p><b><u>Identifying Priorities</u></b></p> <ul style="list-style-type: none"> <li>- Update Annual Safeguarding Audit with CES and share with Governors including identification of priorities moving forward</li> <li>- Complete Trust overview document with link or chair of governors and share with Trust.</li> </ul>	<p><b><u>CPD &amp; Induction NEW STAFF</u></b></p> <ul style="list-style-type: none"> <li>- Attend DSL Refresher Training/ Identify any new staff for DSL training</li> <li>- Organise whole school Safeguarding Refresher training</li> <li>- Complete Safeguarding training with Lunchtime Supervisory Assistants/third party staff.</li> <li>- Review and update Safeguarding Induction Materials</li> <li>- Complete school based induction and organise CES induction session.</li> <li>- Attend DSL network</li> </ul> <p><b><u>School Overview</u></b> Update School Safeguarding Overview to include any emerging issues and share with staff to show bitesize training.</p> <p><b><u>Information Sharing</u></b></p> <ul style="list-style-type: none"> <li>- Share relevant information about historical safeguarding concerns to new teachers at the start of the term</li> <li>- Update CPOMS System and ensure new staff have access, check confidentiality settings.</li> <li>- Update &amp; share school Safeguarding A-Z</li> <li>- Update any relevant pupil risk assessments</li> </ul> <p><b><u>Identifying Priorities</u></b></p> <ul style="list-style-type: none"> <li>- Update Annual Safeguarding Audit with CES and share with Governors including identification of priorities moving forward</li> <li>- Complete Trust overview document with link or chair of governors and share with Trust.</li> </ul>
--	---	--	--

	<p><b><u>Online</u></b></p> <ul style="list-style-type: none"> <li>- Check filter and monitoring processes in school. Ensure appropriate staff are updated with any concerning searched within school.</li> <li>- Share appropriate information with parents/carers.</li> <li>- Complete staff/student/parent online safety briefings</li> <li>- Complete annual online safety review</li> </ul>	<p><b><u>Online</u></b></p> <ul style="list-style-type: none"> <li>- Check filter and monitoring processes in school. Ensure appropriate staff are updated with any concerning searched within school.</li> <li>- Share appropriate information with parents/carers.</li> <li>- Complete staff/student/parent online safety briefings</li> <li>- Update annual online safety review</li> </ul>	<p><b><u>Online</u></b></p> <ul style="list-style-type: none"> <li>- Check filter and monitoring processes in school. Ensure appropriate staff are updated with any concerning searched within school.</li> <li>- Share appropriate information with parents/carers.</li> <li>- Complete staff/student/parent online safety briefings</li> <li>- Update annual online safety review</li> </ul>
<p><b>School Staff</b></p>	<p><b><u>Policies</u></b></p> <p>Sign declarations for associated updated policies</p> <p><b><u>CPD &amp; Induction</u></b></p> <ul style="list-style-type: none"> <li>- Attend Annual Safeguarding training</li> <li>- New staff to attend initial school induction Complete Bitesize training CPD sessions</li> </ul> <p><b><u>Monitoring and Information Sharing</u></b></p> <p>Contribute to safeguarding monitoring visits</p>	<p><b><u>Policies</u></b></p> <p>Sign declarations for associated updated policies (new staff Spring term)</p> <p><b><u>CPD &amp; Induction</u></b></p> <ul style="list-style-type: none"> <li>- Attend Bitesize training CPD sessions</li> <li>- New staff to attend initial school induction and CES safeguarding training</li> </ul> <p><b><u>Monitoring and Information Sharing</u></b></p> <p>Contribute to safeguarding monitoring visits</p>	<p><b><u>Policies</u></b></p> <p>Sign declarations for associated updated policies (new staff Summer term)</p> <p><b><u>CPD &amp; Induction</u></b></p> <ul style="list-style-type: none"> <li>- Attend Bitesize training CPD sessions</li> <li>- New staff to attend initial school induction and CES safeguarding training</li> </ul> <p><b><u>Monitoring and Information Sharing</u></b></p> <p>Contribute to safeguarding monitoring visits</p>
<p><b>Governors</b></p>	<p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>- Read and understand Part 1, 2 KCSIE via CES</li> <li>- Attend Safeguarding Governors Refresher Training</li> <li>- Attend Governor Network</li> </ul> <p><b><u>Monitoring</u></b></p> <ul style="list-style-type: none"> <li>- Link Governor visit using CES governor reports</li> <li>- Complete student and staff voice activities</li> <li>- Review <b>Safeguarding Overview</b> which will be shared with Trust Board</li> </ul>	<p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>- Read and understand Part 1, 2 KCSIE via CES (new governors or catch-up)</li> <li>- Attend Safeguarding Governors Refresher Training</li> <li>- Attend Governor Network</li> </ul> <p><b><u>Monitoring</u></b></p> <ul style="list-style-type: none"> <li>- Link Governor visit using CES governor reports</li> <li>- Complete student and staff voice activities</li> <li>- Review <b>Safeguarding Overview</b> which will be shared with Trust Board</li> </ul>	<p><b><u>Training</u></b></p> <ul style="list-style-type: none"> <li>- Read and understand Part 1, 2 KCSIE via CES (new governors or catch-up)</li> <li>- Attend Safeguarding Governors Refresher Training</li> <li>- Attend Governor Network</li> </ul> <p><b><u>Monitoring</u></b></p> <ul style="list-style-type: none"> <li>- Link Governor visit using CES governor reports</li> <li>- Complete student and staff voice activities</li> <li>- Review <b>Safeguarding Overview</b> which will be shared with Trust Board</li> </ul>

<b>Networks</b>	Attend DSL meeting with CES  Link safeguarding governor network meeting with CES	Attend DSL meeting with CES  Link safeguarding governor network meeting with CES	Attend DSL meeting with CES  Link safeguarding governor network meeting with CES

